

Spiral Natural Foods  
Board of Directors Meeting Minutes  
February 9, 2022 at 7:00 pm

**Location of Meeting:** video conference via Skype due to COVID restrictions

**Attendees:** Tammy McGinn, Pete Macaroni, Annie Zastera, Leigh Arnoldy, Dina Sagan, Jenn Bierma, Jenni Garlough, and Matt Malecha

**Absent:**

**Administration 7:05 pm**

- Call to Order: Pete motioned to call the meeting to order, seconded by Leigh. The motion was voted on and passed.
- **Consent Agenda - Pete 7:05 pm**
  - January 2021 Meeting MinutesPete motioned to approve the consent agenda and minutes. Dina seconded it. The motion was voted on and passed.

**GM Business 7:06 pm**

- **Store Report - Matt 7:06 pm**
  - Sales were 6.2% up
  - This was the first month our rent went up and we are good
  - Cases and cooler orders are running 6 months behind - Remanufactured items are running 3-4 months behind
  - Matt has reached out to another location that has a cooler that could replace our dairy and meat coolers and possibly the grab and go cooler – There would be doors on the new cooler, which would actually be much more efficient
  - Another co-op is about to get rid of their COPAS unit that we can have if Matt will go give some time
  - Looking to start hiring a new Fresh Assistant and will decide on the person as to what that actually looks like
  - Talked with the builder to make sure that we're clear on for sure items and where we can find some cost-saving items
  - Next Wednesday we'll have a contractor open-house to find companies
- **B1 Policy - Matt & Tammy 7:15 pm**
  - We did well on this policy - All aspects were compliant
  - Clarified that the last revision on the actual questions was 2019Annie motioned to accept the B1 Policy as Compliant. Leigh seconded it. The motion was voted on and passed.

**Board Business 7:22 pm**

- **Board Policy - C5 Policies - Tammy 7:22 pm**
  - The one place the board can improve is to take ownership of absences from a meeting and to take initiative to get the missing information from the president
  - Revisit and cycle back in 4 months to see if we've improvedTammy motioned that in 4 months (June 2022) we will revisit C5, Item 11, and note our progress on reporting absences and getting information afterward. Pete seconded it. The motion was voted on and passed.

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- **Shared Capital - Matt 7:27 pm**
  - Everything is signed and turned in
  - March 15 is officially our six-month mark when they will re-assess as to re-payment OR a continuation
  - Should hear from other funding sources by the middle of next week (Feb 14-18)
  
- **Expansion Planning & Capital Campaign Update - Tammy 7:32 pm**
  - Silent Auction Items can go to Tammy
    - Annie will be there to officially man the auction during the event
    - The Auction will officially end 10 minutes before the end of the event
    - Anyone who is still there that wins can pay and bring their items home
    - Tammy & Annie will set up Friday evening
    - If we take pictures, Belay will advertise silent auction items
    - Will be held in the new side
  - Matt is the one with the rights to upload shirt designs so we can send him the items and we will get them on the site
    - Dina will work on a white outline on the one design & edit the font on the other
    - One shirt will get uploaded this week and one next week
    - Price of \$25 with all proceeds going to Expansion
  - Car decal stickers
    - Vinyl stickers can be made through the local printing company in 1-2 business days
    - Printing 96 stickers
  - We have a fiscal agent so we can ask businesses to donate
  - Cupcakes
    - 100 total
    - 20 gluten-free and 20 vegan - 60 regular
  - Discounts & Free Stuff
    - 5% & 10% discounts for birthday party
    - Possibly giving a bag, sticker, and chocolate for \$50 donation
  - An information sheet was shared for employees
  - Belay's deadlines are Tuesdays at noon so anything we want to get to them needs to happen before then
  - Jenn, Jenni, and Leigh will be at the birthday party
  
- **Communications Committee 8:16 pm**
  - Nothing to report - See above

There was no need for an executive session this evening. Everything was covered and we are up to date with information.

**Open Discussion:** None

**Assigned Responsibilities that resulted from Board Meeting:**

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<b>Task</b>	<b>Responsible Party</b>	<b>Completion Goal Date</b>
Send Shirt Designs to Matt	Dina	Tonight and as soon as possible
Ordering Stickers	Jenn	Tonight

Tammy motioned to adjourn. It was seconded by Jenn, voted on, and passed. The meeting closed at 8:30 pm.

The next meeting is scheduled for March 9, 2022, at 7:00 pm.